

Chapter:	Technology & Facilities Management		
Title:	Agency Vehicles		
Policy: <input checked="" type="checkbox"/> Procedure: <input type="checkbox"/>	Review Cycle: Triennial Author: Director of Operations	Adopted Date: 08.2021 Review Date: 06.2023	Related Policies: Agency Property Tobacco-Free Facilities Drug and Alcohol-Free Facilities Reasonable Accommodations Travel

Purpose:

This policy sets forth guidelines for the use of Hopeful Horizons’ (HH) owned, leased or rented vehicles.

Scope:

This policy applies to

- All HH Staff
- Selected HH Staff, as specified:
- HH Board Members
- HH Volunteers
- Other:

Policy:

HH maintains agency vehicles for use by employees while conducting company business. Proof of title, lease or rental agreement for each vehicle and the original proof of current registration shall be maintained in hard copy in the administrative office filing. Digital copies shall be saved to a cloud-based file. A copy of the proof of current registration shall be maintained in the appropriate vehicle’s glove compartment.

Anyone driving an agency vehicle must have a copy of a valid South Carolina driver’s license on file with Human Resources. Approval to operate an agency vehicle also requires eligibility for coverage by the agency insurance carrier. The insurance carrier shall verify driving records and licensure status at least annually for all authorized drivers.

In accordance with HHS’ policy on reasonable accommodations, employees with disabilities or other conditions that require accommodation may be eligible to drive agency vehicles if all other criteria are met. Employees who take medication or who have conditions that restrict driving (affected sense of orientation, vision impairment, recent seizure history, etc.) will not be permitted to drive an agency vehicle until they have been cleared by a physician. An approved driver who has had a change in health status that affects their ability to drive shall notify Human Resources (HR) within one business day.

Agency vehicle use is restricted to HHS’ employees, volunteers, agency partners and clients. Clients and agency partners are not permitted to drive, but can ride as a passenger. Any other use requires prior approval of the Chief Executive Officer (CEO), and the designated driver must meet approval requirements.

In situations where a group of staff members are going to attend the same training/meeting, the supervisor will try to arrange for an agency vehicle if there is an authorized driver in the group. If an agency vehicle is not available, staff shall be instructed, by their supervisor(s), to carpool in ways that are most cost effective. Should individual staff decide to drive their own vehicles due to

personal reasons, they may choose to do that with the understanding that there will be no mileage reimbursement. If the reason to drive separately is work related and approved by the supervisor, mileage will be reimbursed.

All occupants of a HHs' operated vehicle must use seatbelts. Staff members/volunteers who do not wear seat belts are subject to losing the privilege of driving/occupying an agency vehicle. If clients refuse to wear seat belts, they shall be refused transportation. Appropriate infant and child safety seats must be used when transporting children. The designated staff driver is responsible for making sure the seat(s) are properly secured and used. Children cannot be transported without their parent/caregiver. All clients who wish to receive transportation must sign a waiver of liability.

Driver and passenger safety is a priority for HH, approved drivers are required to obey all laws when driving an agency vehicle (including laws prohibiting the use of electronic communication devices while driving.) Driving infractions can adversely affect insurance coverage and may be an indication of unsafe driving practices. Therefore, an approved agency driver who is cited for a driving infraction (agency or personal vehicle) shall report the citation to HR within one business day. Failure to report a citation may result in discipline including loss of agency vehicle driving privileges. Staff members and volunteers are responsible for fines resulting from any tickets or citations received while driving an agency vehicle.

Agency vehicles are to be used in accordance with HHs' Tobacco-free and Drug and Alcohol-Free Facilities policies. Eating is also prohibited in agency vehicles. If staff choose to allow drinking in an agency vehicle, it is their responsibility to check the vehicle and clean up after any spills upon their return.

HH shall carry full coverage insurance on its vehicles. The original current proof of insurance shall be maintained in hard copy in the administrative office filing. A digital copy, for each vehicle, shall be saved to a cloud-based file. A copy of the current proof of insurance shall be maintained in the glove compartment of the appropriate vehicle. Any staff involved in an accident must report the accident to the police. A second report of the accident must be made in writing to the Director of Operations (DO) by the next business day. The report shall detail the date, time, and circumstances of the accident. The CEO and DO shall be notified as soon as feasible of an accident resulting in a fatality or serious injury resulting in hospitalization.

HH shall make sure agency vehicles are safe to drive before assigning them to employees and schedule routine required maintenance to ensure cars remain in good condition.

Communication and Training:

Employees and volunteers shall receive notice of the Board's policy review and approval including notice of any substantive changes. The notice will provide a link to the policy located on the HH website.

Definitions:

NA

Other Related Materials:

Use of Agency Vehicles Procedure
Incident – Accident Report

References/Legal Authority:

[Unlawful use of wireless communication devices while operating a motor vehicle, SC Code 56.5.3890 \(B\).](#)

Change Log:

Date of Change	Description of Change	Responsible Party
06.2023	Updates the policies to the new template; combines policy language from HHS' Employee Handbook and Policy Manual; Expands to leased or rented vehicles; adds communication & training and definitions.	N. Miller, Program Eval. Consultant